

U.S. Department of Energy
Washington, D.C.

PAGE CHANGE

DOE O 231.1 Chg 1

10-26-95

SUBJECT: ENVIRONMENT, SAFETY AND HEALTH REPORTING

1. PURPOSE. To transmit revised pages to DOE O 231.1, ENVIRONMENT, SAFETY **AND** HEALTH REPORTING, of 9-30-95.
2. EXPLANATION OF CHANGE. Based on a decision by the Directives Management Board, Departmental Safety Orders, and other selected Orders, will reflect no expiration date to clarify that they will remain in effect until superseded or replaced. Therefore, these Orders will show only an Approval Date and Review Date. The Directives System review cycle is discussed in DOE M 251.1-1, DIRECTIVES SYSTEM MANUAL, of 10-16-95.
3. FILING INSTRUCTIONS.
 - a.

<u>Remove Pages</u>	<u>Dated</u>	<u>Insert Pages</u>	<u>Dated</u>
1 and 2	9-30-95	1	10-26-95
		2	9-30-95
 - b. After filing the attached pages, this transmittal may be discarded.

BY ORDER OF THE SECRETARY OF ENERGY:



ARCHER L. DURHAM
Assistant Secretary for
Human Resources and Administration

U.S. Department of Energy
Washington, D.C.

ORDER

DOE O 231.1

Approved: 09-30-95
Review Date: 09-30-97

SUBJECT: ENVIRONMENT, SAFETY, AND HEALTH REPORTING

Chg 1: 10-26-95

1. OBJECTIVE. To ensure collection and reporting of information on environment, safety and health that is required by law or regulation to be collected, or that is essential for evaluating Department of Energy (DOE) operations and identifying opportunities for improvement needed for planning purposes within the DOE.
2. CANCELLATIONS. The Orders or paragraphs of Orders listed below are canceled. Cancellation of an Order or paragraphs of Orders does not, by itself, modify or otherwise affect any contractual obligation to comply with such an Order or paragraphs of Orders. Canceled Orders or paragraphs of Orders incorporated by reference into a contract shall remain in effect until the contract is modified to delete the reference to the requirements in the canceled Orders.
 - a. Paragraphs 2b, 4b, and 4c of Chapter II, and 2d and 3b of Chapter III of DOE 5400.1, GENERAL Environmental PROTECTION PROGRAM, of 11-9-88.
 - b. Paragraphs 5a(2) and 5a(7) of DOE 5400.2A, ENVIRONMENTAL COMPLIANCE ISSUE COORDINATION, of 1-31-89,
 - c. Paragraph 1a(3)(a) of Chapter II of DOE 5400.5, RADIATION PROTECTION OF THE PUBLIC AND THE ENVIRONMENT, of 2-8-90.
 - d. Paragraphs 5b(1) and 6a(23) of DOE 5440.1E, NATIONAL ENVIRONMENTAL POLICY ACT COMPLIANCE PROGRAM, of 11-10-92.
 - e. Paragraph 9e of DOE 5480.3, SAFETY REQUIREMENTS FOR THE PACKAGING AND TRANSPORTATION OF HAZARDOUS MATERIALS, HAZARDOUS SUBSTANCES AND HAZARDOUS WASTES, of 7-9-85.
 - f. Paragraph 6a(4) of DOE 5480.26, TRENDING AND ANALYSIS OF OPERATIONS INFORMATION USING PERFORMANCE INDICATORS, of 1-15-93.
 - g. Paragraphs 2a, 2b, and 2c of Chapter III of DOE 5483.1A, OCCUPATIONAL SAFETY AND HEALTH PROGRAM FOR DOE CONTRACTOR EMPLOYEES AT GOVERNMENT-OWNED CONTRACTOR-OPERATED FACILITIES, of 6-22-83.
 - h. Paragraph 1e of Chapter II and Chapters III, IV, and V of DOE 5484.1, ENVIRONMENTAL PROTECTION, SAFETY, AND HEALTH PROTECTION INFORMATION REPORTING REQUIREMENTS, of 2-24-81
 - i. Paragraphs 7c(6), 7c(7)(a), 7c(8)(a), and 7g(8)(f) of DOE 5630.12A, SAFEGUARDS AND SECURITY INSPECTION AND ASSESSMENT PROGRAM, of 6-23-92.

Vertical line denotes change.

DISTRIBUTION:
All Departmental Elements

INITIATED BY:
Office of Environment, Safety
and Health

- j. Paragraph 9 of Chapter VI, DOE 5634.16, FACILITY APPROVALS, SECURITY SURVEYS, AND NUCLEAR MATERIALS SURVEYS, of 9-15-92.

3. APPLICABILITY.

- a. DOE Elements. Except for the exclusions in paragraph 3c, below, this Order applies to all DOE elements.
- b. Contractors. Except for exclusions in paragraph 3c, below, the Contractor Requirements Document (CRD), Attachment, 1, sets forth requirements to be applied to contractors awarded contracts for the operation and management of DOE-owned and -leased facilities. Contractor compliance with the CRD will be required to the extent set forth in the contract. Contractors shall be directed to continue to comply with the requirements of Orders canceled by this Order until their contracts are modified to delete the reference to the requirements of the canceled Orders or paragraphs of Orders.
- c. Exclusions.
 - (1) Activities conducted under the authority of the Director, Naval Nuclear Propulsion Program, as described in Public Law 98-525, with the exception of reporting required by Title 29, Code of Regulation (CFR), 1960.
 - (2) Occurrence reporting activities covered in DOE O 232.1, OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION, of 9-25-95.

4. REQUIREMENTS. The reports listed under Responsibilities and in the CRD shall be submitted in accordance with DOE M 231.1-1, ENVIRONMENT, SAFETY, AND HEALTH REPORTING MANUAL, of 9-30-95, which specifies in detail the reports that shall be filed, the persons or organizations responsible for filing the reports, the recipients of the reports, the format in which the reports shall be prepared, and the time schedules on which the reports shall be filed. The DOE M 231.1-1 is a mandatory part of this Order. Procedures, protocols, or other methods shall be developed on a site-wide or facility basis to meet the reporting requirements contained in this Order and DOE M 231.1-1.

5. RESPONSIBILITIES.

- a. Heads of DOE Elements shall meet the reporting requirements in DOE M 231.1-1, Chapters II and III.
 - (1) Report work-related fatalities, injuries, and illnesses occurring among DOE and contractor employees arising out of work performed at DOE-owned or -leased facilities in accordance with DOE M 23.1-1, Chapter II, paragraph 2a.

DOE ORDERS
MANAGEMENT DIRECTIVES CONTROL SHEET

PART A

TO: Larry Skousen, Director, SD

DATE
11/02/95

FROM: Director, IMD

and DOE M-231.1-1, *Rev.*

NUMBER AND TITLE OF DIRECTIVE. DOE O 231.1, ENVIRONMENT, SAFETY, & HEALTH REPORTING, of 9-30-95

The attached directive, which is primarily within your area of functional responsibility, is forwarded for review and necessary action as circled below. Complete this form and return it with your comments to the Directives Management Center (DMC).

DATE DUE DMC
11/20/95

PART B

1. PROPOSED DOE DIRECTIVE. Prepare comments in accordance with instructions on the reverse of this form.

CONCUR, NO COMMENT ☐CONCUR, WITH COMMENT ☐NONCONCUR ☐

(2) NEW OR REVISED DOE DIRECTIVE. In coordination with the appropriate Contracting Officer(s)/Contracting Officer Representative(s), determine applicability to contractors and enter proposed statement of SCOPE in item 5 below.

a. NV Order implementation or revision of existing issuance is required. ☐b. NTS-SOP implementation or revision of existing issuance is required. ☐Target date for submission of draft(s) to IMD is:
or

(date)

c. No action necessary. ☐

(1) IMPACT ON DOE/NV OPERATIONS.

NONE ☐SOME ☒SIGNIFICANT ☐

(4) SUMMARY OF POLICY OR PROCEDURAL CHANGES AND PROJECTED IMPACT ON DOE/NV OPERATIONS

Order establishes formal policy requirements for the CHARS data reporting. It now requires Federal programs to report using the CHARS system.

(5) a. SCOPE The order applies to DOE NV and will apply to contractors when the appropriate contract modifications have been made.

b. COMPLIANCE

EG&G

RAYTHEON

REECO

WSI

LLNL

LANL

SNL

OTHERS

(6) REMARKS Contractor modification will be delayed until such time as all Contractor Requirement Documents are available and only one modification will have to be made.

(1) TITLE AND SIGNATURE

DATE

Lester V. Skousen Director Safety Division

11/7/95

INSTRUCTIONS

PART A. To be completed by IMD. Self-explanatory.

PART B. Items circled to be completed by Principal Staff member with primary responsibility.

1. PROPOSED DOE DIRECTIVE. Check appropriate block. Submit comments and/or nonconcurrences typed on plain bond paper in the format shown below.
 - a. Group all comments under headings which identify them as "MAJOR ISSUES" or "SUGGESTED COMMENTS."
 - b. Precede each comment with an underlined reference to the appropriate page and paragraph from the directive.
 - c. Include recommended solutions to the problem identified by the comment when possible.

NOTE: The following should explain differences between "Major Issue" and "Suggested Comments."

MAJOR ISSUES. Those matters affecting efficiency, economy, mission accomplishment or other management concerns, and require a rationale for nonadoption. Nonconcurrences to Major Issues are reserved when a directive in whole or in part would have a serious adverse effect on mission accomplishment by the responding element or is directed to the entire concept of a directive.

SUGGESTED COMMENTS. Comments made in an effort to avoid an incorrect, unresponsive, or misleading statement, such as editorial comments, which would clarify the directive or provide constructive suggestions on improving its quality. Suggested Comments do not require a rationale for nonadoption, unless they are procedural or formatting requirements.

OPR COMMENT/CONCURRENCE FORMAT

The DOE Nevada Operations Office (concurs with comments as follows or nonconcurs for the following reasons, whichever applies) with the draft DOE Order XXXX, Title.

MAJOR ISSUES:

Page 2, paragraph 3a.

SUGGESTED COMMENTS:

Page 1, paragraph 2b(3).

2. NEW OR REVISED DOE DIRECTIVE. Check appropriate block and, if appropriate, indicate a target date for the DOE/NV draft supplement to reach IMD.
3. IMPACT ON DOE/NV OPERATIONS. Check appropriate block. This item must be completed for both PROPOSED and NEW OR REVISED DOE DIRECTIVES.
4. SUMMARY OF POLICY OR PROCEDURAL CHANGES AND PROJECTED IMPACT ON DOE/NV OPERATIONS. Briefly summarize changes in policy or procedures and explain the project impact on DOE/NV operations. If there is no change, state this. This item must be completed for both PROPOSED and NEW OR REVISED DOE DIRECTIVES.
5. a. SCOPE. Enter SCOPE. Include applicability to DOE/NV organizations, contractors, associated agencies, and NTS users, for NEW OR REVISED DOE DIRECTIVES. The scope statement must address applicability organizationally rather than functionally. (See DOE and NV Orders 1321.1B, Chapter II, 10c.)
 b. COMPLIANCE. Check appropriate blocks. Must be compatible with scope statement.
6. REMARKS. May be used for additional comments.
7. TITLE AND SIGNATURE--DATE. Self-explanatory.

M&O CONTRACTOR COMMENTS FORMAT

- a. DOE/NV. Field elements (IMD), utilizing the Directives Management Center (DMC), will transmit the draft DOE Order to M&O contractors for input and will provide an information copy to the DOE/NV OPR.
- b. M&O contractors will submit (fax OR mail) their concurrence/nonconcurrency and comments directly to the DOE/NV OPR.
- c. DOE/NV OPR. The DOE/NV OPR is responsible for:
 - (1) Consolidating the M&O contractor comments with theirs into one response and returning it to DMC.
 - (2) Notating on the contractor comment sheet if each comment was used or not.
 - (3) Notifying the M&O contractor, in writing, of any unadopted comments. A copy of notification to contractors (unadopted comments must be included in the OPR package when returned to DMC).
 - (4) Submitting the M&O contractor concurrence/nonconcurrency and comments in the OPR package when returned to DMC.
 - (5) Submitting consolidated comments in hard copy and on disk in WPS 1.